Governor's STEM Initiative
Mini-Grant Application

The Governor's STEM (Science, Technology, Engineering, and Math) Initiative mini-grant program supports STEM education projects and programs throughout West Virginia that serve the PreK-12th grade student population. In collaboration with the West Virginia Department of Education and the Arts, this grant program encourages educators (in both school and outside of school settings) to integrate STEM disciplines in their curriculum and educational programming.

STEM Application Criteria:

Successful applications should focus on building critical and creative thinking and analytical skills by providing a strong foundation in science, technology, engineering, and math. These strong STEM learning opportunities should include inquiry, technology, and project-based learning activities and lessons that are tied to the real-world.

Guidelines:

- Eligibility: Non-profit organizations and schools
- Applicants may request up to $3,000 to implement or expand a STEM education project or program.
- Project timeline: **The application postmark deadline is January 30, 2016.** Projects must take place by August 31, 2016.
- Final reports are required for approved projects and due no later than September 30, 2016.
- Matching funds are not required for this grant.
- Successful applicants will be notified no later than February 19, 2016.

Eligible Activities and Expenses:

- Eligible expenses include: travel expenses, materials and supplies, and professional development costs.

Priority will be given to projects/programs that:

- Include hands-on, creative, and problem solving activities;
- Can be documented and are replicable;
- Include a real-world/career exploration component;
- Include a business/community partnership; and/or
- Emphasize girls/women in STEM.

Contact Information:

If you have any questions about applying, contact Sue Collins at the West Virginia Department of Education and the Arts: sue.b.collins@wv.gov.

Application Instructions:

Project Form:

- ☐ Complete the Project Form entirely and submit.
- ☐ Project objectives: Objectives must demonstrate what you want the participants to know and be able to do at the conclusion of this project.   Include at least two objectives.

Project Budget:

- ☐ Complete the Project Budget Form and submit with original signature. Signature must be from the person who can legally obligate the applicant.
- ☐ Expenses: List all of the anticipated expenses for this project including materials, supplies, travel costs, etc.
- ☐ Income: While a match is not required, please indicate the source of any additional funds you will be using for this project.

Project Narrative:

- ☐ Respond to each of the questions within your narrative completely. Please limit total project narrative response to no more than three pages.

If additional information or documentation is needed, you will be contacted.

Mail completed application with the accompanying documents to:

West Virginia Department of Education and the Arts
ATTN: Sue Collins
1900 Kanawha Boulevard, East
Building 5, Room 205
Charleston, WV   25305

Project Form:

Complete the Project Form entirely.

Organization/School:	FEIN # or Social Security #

Contact Person:

Mailing Address:	County:

Phone:	Email:

Briefly describe your organization/school. Include your mission and goals (Limit 500 characters):

Project Name:

Projected number of students participating:

Projected number of teachers/leaders participating:

Briefly describe your proposed project (limit 200 characters):

Briefly explain how this project meets and supports the STEM Application Criteria as listed on page 1 of this application (limit 200 characters).

Project Objectives:

	Describe the project objectives (what you want people to know and be able to do). Include at least two objectives.
Objective #1	
Objective #2	
Objective #3	
Objective #4	

Project Budget:

Complete this Project Budget Form and submit with an original signature. Signature must be from the person who can legally obligate the applicant.

Expenses for this project	
Item	Amount
TOTAL	

Income for this project	
	Amount
This request:	
*Additional funding (include source)	
TOTAL	

*Not required

Signature: _____ Date: _____

Print Name & Title: _____

Project Narrative:

Respond to each of the following questions within your narrative completely. Responses may be typed directly into the boxes on this form. Please limit total project narrative response to no more than three pages.

Who will oversee the project? (Include name, title, and qualifications for the Project Leader, as well as any additional key project contacts.)
Who will participate in the project and how will you identify/recruit participants?
What are the project activities and when will they take place? (Please include a timeline from planning through completion.)
Where will this project occur?